

DOD PRIVACY IMPACT ASSESSMENT (PIA)

1. Name of MACOM/DA Staff Proponent (APMS Sub Organization Name)

Assistant Chief of Staff for Installation Management (ACSIM), Family & Morale, Welfare and Recreation Command (F&MWRC)

2. Name of Information Technology (IT) System (APMS System Name)

RSX-CFSC-RESUMIX

3. Budget System Identification Number (SNAP-IT Initiative Number):

9990

4. System Identification Number(s) (IT Registry/Defense IT Portfolio Repository (DITPR)):

8793

5. IT Investment (OMB Circular A-11) Unique Identifier (if applicable).

N/A

6. Privacy Act System of Records Notice Identifier (if applicable).

This is covered by government-wide notice OPM-GOVT 5.

7. OMB Information Collection Requirement Number (if applicable) and expiration date.

N/A

8. Type of authority to collect information (statutory or otherwise).

5 U.S.C. 1302, 3109, 3301, 3302, 3304, 3305, 3306, 3307, 309, 3313, 3317, 3318, 3319, 3326, 4103, 4723, 5532, and 5533

Executive Order 9397

5 U.S.C. 301, Departmental Regulations;

10 U.S.C. 3013, Secretary of the Army;

Army Regulation 690-200;

AR 215-1

AR 215-3

9. Provide a brief summary or overview of the IT system (activity/purpose, present life-cycle phase, system owner, system boundaries, and interconnections, location of system and components, and system backup).

The purpose of the Morale, Welfare, and Recreation (MWR) Referral Program is to assist Commanders in filling their higher graded positions. Resumix is a database that allows staffing specialists to match job requirements to skills and qualifications contained in applicants' resumes. It allows interested applicants to submit their resumes online, into an applicant supply database used to fill vacant Morale, Welfare and Recreation positions.

The current lifecycle phase is operations and sustainment.

The Referral Program Resumix system is composed of three servers and four separate related applications. Two of the three servers are located at 4700 King Street, Alexandria, VA 22302; these use the Windows 2003 operating system. The database server stores incoming data in Oracle version 8i. The extraction server "reads" the incoming data and extracts pertinent data (such as job requirements and applicant skills and qualifications). The "query" server allows staffing specialists to match qualifying skills contained in the resumes to the job requirements extracted from the requisitions. The Army MWR Referral Program Resumix hardware is protected from physical theft or damage.

The third server is maintained by WorkForce Technologies, Inc. (WFT), 451 A Carlisle Drive, Herndon, VA 20170-4819, but the server is actually hosted by RACKSPACE in Dallas, TX. WorkForce Technologies has optimized its applications to run on the Linux/Apache platform using PostgreSQL, an object-relational database management system, as the database back-end, with Perl, a Practical Extraction and Report Language especially designed for processing text and Embedded Perl under Apache mod_perl as the application layer. Mod_perl is a module for the Apache web server.

WFT supports options, including dial-up, by using products like HyperAccess or PCAnywhere, secure connection via tunneling using Secure SHell (SSH) or other similar products. WFT also maintains a copy of all resumes; they are not disposed of or destroyed. Applicants can log in to the resume builder at any time and update their resumes. The Family, Morale, Welfare, and Recreation Command (FMWRC) also maintain a backup copy of all resumes received. FMWRC Information Management (IM) does a data dump to the Resumix folder on the network Drive (I).

10. Describe what information in identifiable form will be collected and the nature and source of the information (e.g. names, Social Security Numbers, gender, race, other component IT systems, IT systems from agencies outside DoD).

The name, home phone, work phone, Social Security Number (SSN) date of birth, veterans' preference, spouse preference, permanent and current address, citizenship and email address, employment history (including US Armed Forces) and including

relevant volunteer experience, education and pay, awards, training, references, previous supervisors' names, spouse names, security clearance levels, certificates, licenses, hobbies, interests. The source of this information is directly from the individual record subject.

11. Describe how the information will be collected (e.g. web, paper-based form).

Personal information is provided by the individual record subject through the completion of Resume Builder on the Web at <https://employment2.wftech.com/cfsc/ResumeBuilder>

12. Describe the requirement and why the information in identifiable form is to be collected. Describe how the information in identifiable form will be used.

The Resume Builder allows applicants to apply for an open vacancy announcement. The purpose of collection is to allow staffing specialist to match job requirements to skills and qualifications contained in applicant's resumes, and provide servicing personnel offices a career referral listing of candidates, and to contact applicants, arrange for interviews and make job offers. This process assists commanders in filling higher graded positions. Resumes are downloaded daily by the systems administrator and saved in the Resumix system.

13. Does the system derive or create new data about individuals through aggregation?

This system does not create new data about individuals through aggregation.

14. Describe with whom the information in identifiable form will be shared, both within and outside the component (e.g. other DoD components, Federal agencies).

The Family, Morale, Welfare, and Recreation Command, Human Resources Career (FMWRC-HRC) staffing specialists, Human Resources (HR) program managers, staffing assistants, systems administrator, and FMWRC-Information Management have access to the data in the system. Individual applicants have access to their own information in the system. FMWRC-HRC has a contract with WorkForce Technologies (WFT) to maintain the Resume Builder, and for on-site assistance. HRWorX is the other contractor who also provides on-site assistance and database administration, loading software service packs and upgrades. Selected resumes for vacant positions will be forwarded to local personnel offices and to selecting managers for selection of an applicant. The SSNs are not shared with the managers when a referral is provided. Internal Department of Defense (DoD) agencies that would obtain access to PII in this system, on request, may include DOD IG, DCIS, Army Staff Principals in the chain of command, DAIG, AAA, USACIDC, INSCOM, PMG and ASA FM&C. In addition, the DoD blanket routine uses apply to this system.

15. Opportunities individuals will have to object to the collection of information in identifiable form about themselves or to consent to the specific uses and how consent is granted:

Using this system to apply for a position is a self-evident indicator of willingness to provide PII. Individuals who are seeking employment specifically choose to enter items of PII requested by the system. The system provides the appropriate Privacy Act advisory statement to applicants.

16. Information provided to the Individual, the Format, and the Means of Delivery:

The MWR Career Referral website provides instructions for individuals to follow in applying for an open announcement through the MWR Resume Builder. <https://www.mwrportal.army.mil/sandbox/mwrjobs/index.html> Individuals may seek access to information about themselves through online system access or by directing written inquiries to the Director Morale, Welfare and Recreation at the installation or activity where applied. Individuals are furnished the appropriate privacy statements.

17. Describe the administrative/business, physical, and technical processes and controls adopted to secure, protect, and preserve the confidentiality of the information in identifiable form:

This system has a current certification and accreditation and resides on secure military installations within secured facilities. The resume builder establishes a hyper text transfer protocol secure sockets (https) session before privacy information can be entered; each applicant establishes an account (User ID) and a password before entering privacy information, and has access only to their own resume information. Officials who have a need to know in order to perform official duties, such as the systems administrator and the Chief, Career Referral have access to all User ID and passwords; they provide assistance to applicants who forget their passwords. The system is located in a secure facility and is adequately protected on a secure server. The information is protected by unique login User ID/passwords which prevents browsing and misuse of personal data by other users.

18. Describe/evaluate any potential privacy risks regarding the collection, use, and sharing of the information in identifiable form. Describe/evaluate any privacy risks in providing individuals an opportunity to object/consent or in notifying individuals. Describe/evaluate further any risks posed by the adopted security measures:

Due to the level of safeguarding, we believe the risk to individuals' privacy to be minimal. The PII maintained in FMWRC-HRC is accessed and used only for official purposes. Instructions have been implemented to cover operating procedures regarding the protection and use of personal information. Release of or use of personal information is strictly limited to those within DoD who have an official need to know, to include Human Resource Directorate office personnel, and field personnel managers

who require this information in the conduct of their official duties. The Resumix system maintains all active and inactive resumes.

19. Classification and publication of Privacy Impact Assessment:

The Privacy Impact Assessment may be published in full.